



GTAA Contractor Safety Plan Review

This document has been developed for Contractors to reference when preparing a **Project-Specific Safety Plan (PSSP) submittal as part of a Facility Alteration Permit (FAP) application**. The Contractor’s PSSP should integrate construction-specific risks, hazards, and the Airport Construction Code’s (ACC) requirements with the Contractor’s existing safety program and procedures.

The PSSP is subject to the review and comments of the Independent Safety Compliance Consultant (ISCC) and at a minimum shall address the **elements outlined under ACC Subsection 7.4.3**. The ACC can be found online using this link: <https://www.torontopearson.com/en/operators-at-pearson/construction>.

The examples included in this document are samples only and are not to be used as templates. It is the Contractor’s responsibility to develop the necessary templates and procedures to ensure compliance with applicable legislation and the ACC requirements.

The following breakdown outlines the requirements of a PSSP and provides detailed information regarding each plan element. This breakdown will include **Airside, Groundside or Terminal-specific** considerations when developing the PSSP as applicable.

A. NOTICE OF PROJECT (NOP)	
Considerations:	NOP lists a clear description of work including the GTAA Project Number and description of the exact place of work.
Context:	This document clearly establishes who is taking on the role of Constructor and who is responsible for health and safety on the project. The project dates listed on the NOP will match the FAP validity period.
Reference:	<ul style="list-style-type: none"> • Notice of Project Requirements • Section 6(1) of the Regulation for Construction Projects, O. Reg 213/91 • ACC 7.4.1.2 – General Requirements • ACC 7.4.3.1(a) – Submissions Required for Construction Projects • Appendix 1 – Notice of Project

B. MINISTRY OF LABOUR FORM 1000	
Considerations:	Completed form is required, including the business registration information, WSIB fields and project information including the specific place of work.
Context:	Each constructor and employer engaged in a construction project in Ontario must complete this registration form. This form must be kept at the project while every employer is working there.
Reference:	<ul style="list-style-type: none"> • Ministry of Labour Form 1000 • Section 5 of the Regulation for Construction Projects, O. Reg 213/91 • ACC 7.4.1.1 – General Requirements • ACC 7.4.3.1(b) – Submissions Required for Construction Projects • Appendix 2 – Form 1000



C. SCOPE & AREAS OF WORK	
Considerations:	The scope of work is detailed, and the area(s) of work are specific to where the project is occurring at the Airport. Provide the area of work in a visual format and include any associated spaces i.e., office spaces, material storage and laydown, affected electrical or mechanical rooms, etc.
Context:	This information identifies the exact work locations and list of work activities that will be carried out during this project.
Reference:	<ul style="list-style-type: none"> • ACC 7.4.3.1(c) – Submissions Required for Construction Projects • ACC 7.6.3 – Mobilization and Phasing Plan

D. RISK ASSESSMENT							
Considerations:	A thorough risk assessment outlining the project's impact to Airport operations or a Tenant's facility (as applicable). The risk assessment should also include risks and mitigation measures identified in the project Threat/Hazard Identification and Risk Assessment (T/HIRA) (if applicable). Where the contractor is responsible for said mitigations, these should be detailed in the PSSP.						
Context:	The Risk Assessment identifies any impacts to Airport operations or a Tenant's facility by the execution of this project. If there are any impacts or disruptions to other stakeholders, this should be coordinated, and communication should be maintained as long as the issue is present. The coordination of and communication between projects and others would be a mitigation measure in the risk assessment.						
	<table border="1"> <thead> <tr> <th>AIRSIDE</th> <th>GROUND SIDE</th> <th>TERMINALS</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> • Impact to employers (airlines), employees • Disruption of airport airside operations <ul style="list-style-type: none"> ▪ Aircraft Movement i.e., tugs/jet blast. • Impact on security gates, roadways <ul style="list-style-type: none"> ▪ System Shutdowns that may impact another project • Impact on tenants • Disruption of access by general public • Impact on other GTAA or tenant contractors <ul style="list-style-type: none"> ▪ Maintenance Activities (GTAA) ▪ Other Construction Projects (IT) ▪ Roof Access </td> <td> <ul style="list-style-type: none"> • Impact to employers, employees • Disruption of airport operations <ul style="list-style-type: none"> ▪ System Shutdowns that may impact another project • Impact on tenants • Disruption of access by general public i.e., lane closures, restriction, or sidewalk/pedestrian ways • Impact on other GTAA or tenant contractors <ul style="list-style-type: none"> ▪ Maintenance Activities (GTAA) ▪ Other Construction Projects (IT) ▪ Roof Access </td> <td> <ul style="list-style-type: none"> • Impact to employers, employees • Disruption of airport operations <ul style="list-style-type: none"> ▪ System Shutdowns that may impact another project • Impact on tenants • Disruption of access by general public i.e., incomplete barriers • Impact on other GTAA or tenant contractors <ul style="list-style-type: none"> ▪ Maintenance Activities (GTAA) ▪ Other Construction Projects (IT) ▪ Roof Access • Impact on Airport Systems i.e., life safety, electrical, HVAC, utilidors, water/wastewater, communications, people-moving devices </td> </tr> </tbody> </table>	AIRSIDE	GROUND SIDE	TERMINALS	<ul style="list-style-type: none"> • Impact to employers (airlines), employees • Disruption of airport airside operations <ul style="list-style-type: none"> ▪ Aircraft Movement i.e., tugs/jet blast. • Impact on security gates, roadways <ul style="list-style-type: none"> ▪ System Shutdowns that may impact another project • Impact on tenants • Disruption of access by general public • Impact on other GTAA or tenant contractors <ul style="list-style-type: none"> ▪ Maintenance Activities (GTAA) ▪ Other Construction Projects (IT) ▪ Roof Access 	<ul style="list-style-type: none"> • Impact to employers, employees • Disruption of airport operations <ul style="list-style-type: none"> ▪ System Shutdowns that may impact another project • Impact on tenants • Disruption of access by general public i.e., lane closures, restriction, or sidewalk/pedestrian ways • Impact on other GTAA or tenant contractors <ul style="list-style-type: none"> ▪ Maintenance Activities (GTAA) ▪ Other Construction Projects (IT) ▪ Roof Access 	<ul style="list-style-type: none"> • Impact to employers, employees • Disruption of airport operations <ul style="list-style-type: none"> ▪ System Shutdowns that may impact another project • Impact on tenants • Disruption of access by general public i.e., incomplete barriers • Impact on other GTAA or tenant contractors <ul style="list-style-type: none"> ▪ Maintenance Activities (GTAA) ▪ Other Construction Projects (IT) ▪ Roof Access • Impact on Airport Systems i.e., life safety, electrical, HVAC, utilidors, water/wastewater, communications, people-moving devices
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Reference:	<ul style="list-style-type: none"> • ACC 7.4.3.1(d) – Submissions Required for Construction Projects • Appendix 6 – GTAA Sample Safety Risk Matrix 						



E. HAZARD ASSESSMENT		
Considerations:	<p>This assessment identifies hazards that are specific to the project, such as work activities that will be performed i.e., electrical work - electrocution is a potential hazard and the control measure is to apply Lock Out/Tag Out procedures.</p> <p>Mitigation measures should also reference the Airport Construction Code's requirements.</p> <p>The Contractor should include subcontracted work activities to have one overall consolidated hazard assessment. Additionally, the method in which the contractor communicates daily JSAs to workers and subcontractors should be outlined.</p> <p>Procedures specific to the project should be provided for higher risk activities i.e., electrical, hot work, fall prevention, hoisting/rigging, confined space work, surface penetration, public safety/ traffic control, etc.</p>	
Context:	<p>The Hazard Assessment should include all work activities that will be performed on this project and respective hazards. This includes work performed by subcontractors.</p> <p>Note: The hazards listed in the following columns are specific to an airport environment. These lists are not inclusive of all hazards that may be present in the work activities carried out in the project scope.</p>	
AIRSIDE	GROUND SIDE	TERMINALS
<ul style="list-style-type: none"> • PPE - high visibility gear • Foreign Object Debris (FOD) • Obstruction Limitation Surfaces (OLS) - use of cranes, lifting devices • Lightning strobes • Washroom placement and securing of portable facilities • Jet blast • Site delineation/ barriers/ spotter/ traffic control - bilingual signage • Driving on airside - escort, security guards • Wildlife control • Weather conditions • Prohibited use of certain substances/chemicals i.e., chlorides • Security screening • Restricted and Critical areas • Locates, fuel lines, miscellaneous underground structures/utilities • Laydown/storage areas where airside approval is required • Stockpiles • Trenches • Noise • Dust Control • Vibration • No smoking Policy • Roof Access • Emergency Protocols • System Shutdown Request • Energy Control i.e., electrical 	<ul style="list-style-type: none"> • Fire Safety/Hot work • Working around UP Express • Maintenance of roads/ surfaces/ sidewalks • Working Near the Automated People Mover (APM) • Hoarding and Barriers - bilingual signage • Surface Penetrations Guideline applies to GTAA-owned buildings • Utility Damage Prevention Program – Utility Locates • Protection of Property and Work in Progress • No smoking policy • Confined spaces • Work at heights <ul style="list-style-type: none"> ▪ Use of GTAA owned anchor systems • Storage/Laydown of materials/ equipment • Movement/delivery of equipment/ tools/machinery <ul style="list-style-type: none"> ▪ See Material Movement Form • Restrictions for using the people moving devices • Scheduling deliveries through the Logistics Partner. • Use of cranes and aerial devices • Traffic Control • System Shutdown Request • Energy Control i.e., electrical 	<ul style="list-style-type: none"> • Fire Safety/Hot work • Tripping hazards • Hoarding and Barriers - bilingual signage • Surface Penetrations / Scanning • Protection of Property and Work in Progress • No smoking policy • Confined spaces • Work at Heights <ul style="list-style-type: none"> ▪ Use of GTAA-owned anchor systems • Roof Access • Interior swing stages • Site delineation/ barriers/ spotter/ traffic control - bilingual signage • Material handling • Asbestos containing material • Storage/Laydown of materials/ equipment • Movement of equipment/ tools/ machinery <ul style="list-style-type: none"> ▪ see Material Movement Form • Restrictions for using the people moving devices • Scheduling deliveries through the Logistics Partner. • Use of elevating/aerial devices • System Shutdown Request • Energy Control i.e., electrical • Emergency Protocols



F. HAZARD ASSESSMENT continued		
AIRSIDE	GROUND SIDE	TERMINALS
<ul style="list-style-type: none"> Hot Work No open flame/cutting/welding etc. within 15m of aircraft/fueling operation. 	<ul style="list-style-type: none"> Roof Access Emergency Protocols 	
Reference:	<ul style="list-style-type: none"> GTAA Surface Penetration Guideline GTAA Hot Work Sign-Off Checklist Working Near the Automated People Mover Material Movement Form Cranes and Aerial Devices ACC 7.4.3.1(e) – Submissions Required for Construction Projects ACC 7.6 – Contractor Safety Standards Appendix 7 – Job Hazard Analysis (JHA) 	

G. PROJECT PERSONNEL & RESPONSIBILITIES	
Considerations:	<p>This should list all applicable staff and emergency contact numbers for the project, including 24H contacts, if applicable.</p> <p>Note: The 24H contact is the person who will be listed on the FAP placard.</p> <p>Responsibilities for each position should also be outlined to ensure compliance with the OHS sections 25, 26, 27, 28, and 32, and in accordance with the O. Reg. 213/91: Construction Regulations.</p>
Context:	This allows the entire project team and stakeholders to know who to contact for day-to-day operations and emergencies.
Reference:	<ul style="list-style-type: none"> ACC 7.4.3.1(f) – Submissions Required for Construction Projects ACC 7.4.5 – Roles and Responsibilities Appendix 3 – Site Information

H. TRAINING & COMPETENCY		
Considerations:	A training matrix/list that outlines the training required for each position level/trade. Training policy outlining how the employer maintains training records.	
Context:	This allows us to see what training is required for the work activities that will be performed on this project and ensure that workers are competent to not only perform the work but to work in specific work environments.	
AIRSIDE	GROUND SIDE	TERMINALS
<ul style="list-style-type: none"> SMS Awareness Training Foreign Object Debris (FOD) Training Human and Organizational Factors Training Facility Control Measures and Evacuation Plan Airside Activity Permit 	<ul style="list-style-type: none"> Facility Control Measures and Evacuation Plan Active Assailant Awareness Training 	<ul style="list-style-type: none"> Facility Control Measures and Evacuation Plan Active Assailant Awareness Training



I. TRAINING & COMPETENCY <i>continued</i>	
Reference:	<ul style="list-style-type: none"> • GTAA Airside Training Requirements • GTAA Mandatory Awareness Training • ACC 7.4.3.1(g) – Submissions Required for Construction Projects • Appendix 8 – Training Matrix

J. COMMUNICATIONS	
Considerations:	A list of the different methods that will be used to communicate safety to the workers on site i.e., safety meetings, safety talks, postings, safety board, JHSC (where applicable), daily pre-start meetings, etc.
Context:	This demonstrates how safety is being communicated to everyone on site, from the site supervisor to the foremen, workers, and subtrades.
Reference:	<ul style="list-style-type: none"> • ACC 7.4.3.1(h) – Submissions Required for Construction Projects • Appendix 9 – Communications Plan

K. STANDARDS & PROCEDURES	
Considerations:	Safe work procedures that incorporate the requirements laid out in the Airport Construction Code.
Context:	Procedures need to be specific to the project and location, which is why contractors need to include specifics mentioned in the Airport Construction Code. This demonstrates the Contractor has read and understood the requirements and have embedded these requirements into their specific procedures.
Reference:	<ul style="list-style-type: none"> • ACC 7.4.3.1(i) – Submissions Required for Construction Projects • ACC 7.6 – Contractor Safety Standards • Appendix 10 – Job Requiring Written Procedures

L. PERMITS FOR WORK			
Considerations:	A list of all applicable permits required by the Airport Construction Code and includes work specific contacts for approvals.		
Context:	Depending on the type of work, time of shift, location, etc., permits are required, and work needs to be coordinated with Airport Operations.		
	AIRSIDE	GROUND SIDE	TERMINALS
	<ul style="list-style-type: none"> • Airside Activity Permit • Roof Access Form • See ACC Appendix A for a list of all GTAA Approval Process Links. 	<ul style="list-style-type: none"> • Groundside Activity Permit • Roof Access Form • See ACC Appendix A for a list of all GTAA Approval Process Links. 	<ul style="list-style-type: none"> • Construction Activity Notice • Roof Access Form • See ACC Appendix A for a list of all GTAA Approval Process Links.
Reference:	<ul style="list-style-type: none"> • GTAA Construction Activity Requests & Permits • ACC 7.4.3.1(j) – Submissions Required for Construction Projects • ACC Appendix A – GTAA Approval Process Links • Appendix 11 – Permits for Work 		



M. MOBILIZATION & PHASING PLAN		
Considerations:	A visual layout of the work area and plan outlining the requirements set out in the Airport Construction Code section 7.6.3. Provide the area of work in a visual format and include any associated spaces i.e., office spaces, material storage and laydown, affected electrical or mechanical rooms, etc.	
Context:	The mobilization plan illustrates the construction work area and its surroundings. This plan assists stakeholders in their review to identify any potential operational impact.	
AIRSIDE	GROUND SIDE	TERMINALS
<ul style="list-style-type: none"> • Assessment of existing site conditions • Trailer or office location • Traffic plan <ul style="list-style-type: none"> ▪ Traffic route identified ▪ Traffic control persons, access gates, authorized routes ▪ Anticipated volume of traffic i.e., # of trucks per day, day/night shift. ▪ Coordinate to not have contractors all use the road at the same time i.e., staggered shifts, scheduling of major deliveries ▪ Clearance for aircraft and ground service equipment • Material and machinery movement • Pedestrian safety measures • Parking • Laydown areas • Fire extinguisher staging areas • Compressed gas storage • Fencing, hoarding, and public way protection <ul style="list-style-type: none"> ▪ Use of filter cloth • Location of all waste containers • Access/egress routes <ul style="list-style-type: none"> ▪ Security Gates to be used • Fire, first-aid, emergency facilities, and evacuation gathering areas • Washroom facilities • Lunchroom, break, and smoking areas • Timelines and work areas for each stage/phase of the project. 	<ul style="list-style-type: none"> • Assessment of existing site conditions • Trailer or office location • Traffic plan • Traffic route identified • Traffic control persons, authorized routes • Anticipated volume of traffic i.e., # of trucks per day, day/night shift. • Coordinate to not have contractors all use the road at the same time i.e., staggered shifts, scheduling of major deliveries • Material and machinery movement • Pedestrian safety measures • Parking • Laydown areas • Fire extinguisher staging areas • Compressed gas storage • Fencing, hoarding, and public way protection • Use of filter cloth • Location of all waste containers • Access/egress routes • Fire, first-aid, emergency facilities, and evacuation gathering areas • Washroom facilities • Lunchroom, break, and smoking areas • Timelines and work areas for each stage/phase of the project. 	<ul style="list-style-type: none"> • Assessment of existing site conditions • Trailer or office location • Traffic plan • Traffic control persons, authorized path of travel • Material and machinery movement • Pedestrian safety measures • Parking • Laydown areas • Fire extinguisher staging areas • Compressed gas storage • Fencing, hoarding, and public way protection • Use of filter cloth • Location of all waste containers • Access/egress routes • Fire, first-aid, emergency facilities, and evacuation gathering areas • Washroom facilities • Lunchroom, break, and smoking areas • Timelines and work areas for each stage/phase of the project.
Reference:	<ul style="list-style-type: none"> • ACC 7.4.3.1(k) – Submissions Required for Construction Projects • ACC 7.6.3 – Mobilization Plan • Appendix 5 – Sample Project Layouts 	



N. INDUCTION & ORIENTATION	
Considerations:	An orientation system for their own workers and contracted/subcontracted workers and stakeholders.
Context:	The safety plan should outline how and when the orientation will be delivered. The orientation must adequately address the Project-Specific Safety Plan (PSSP). The safety plan must also be made available and/or accessible to all workers on site for daily reference.
Reference:	<ul style="list-style-type: none"> ACC 7.4.3.1(l) – Submissions Required for Construction Projects

O. COMPLIANCE ASSURANCE PLAN			
Considerations:	A plan outlining project-specific inspections that are to be carried out throughout the project.		
Context:	This allows us to see how the contractor ensures that their site and equipment are being managed and operated safely. This also highlights the responsibilities of site personnel for conducting these inspections/checks and the tracking of any corrective actions.		
AIRSIDE	GROUND SIDE	TERMINALS	
<ul style="list-style-type: none"> Supervisor workplace inspections Equipment pre-project certification Equipment pre-use inspections Vehicle circle checks and inspections Internal audits Behavioural audits Safety representative inspections GTAA inspections and audits MOL/Labour Canada inspections 	<ul style="list-style-type: none"> Supervisor workplace inspections Equipment pre-project certification Equipment pre-use inspections Vehicle circle checks and inspections Internal audits Behavioural audits Safety representative inspections GTAA inspections and audits MOL/Labour Canada inspections 	<ul style="list-style-type: none"> Supervisor workplace inspections Equipment pre-project certification Equipment pre-use inspections Vehicle circle checks and inspections Internal audits Behavioural audits Safety representative inspections GTAA inspections and audits MOL/Labour Canada inspections 	
Reference:	<ul style="list-style-type: none"> ACC 7.4.3.1(m) – Submissions Required for Construction Projects 		

P. EMERGENCY PLAN			
Considerations:	A project-specific emergency plan that addresses all potential emergencies.		
Context:	The emergency plan must be specific to the project location, including having the Airport emergency dispatch number: 416-776-3033. There should be no reference to 911, as the Airport will dispatch immediate assistance.		
AIRSIDE	GROUND SIDE	TERMINALS	
<ul style="list-style-type: none"> Emergency vulnerabilities (medical, fire, spill, etc.) Reporting Procedures/ Calling AOC Notifying the GTAA PM/ Contract Administrator and CCPO Evacuation Procedures Designated Gathering Area GTAA systems and contacts All internal and external contacts including 24H contact Work area layout and primary/secondary routes 	<ul style="list-style-type: none"> Emergency vulnerabilities (medical, fire, spill, etc.) Reporting Procedures/ Calling AOC Notifying the GTAA PM/ Contract Administrator and CCPO Evacuation Procedures Designated Gathering Area GTAA systems and contacts All internal and external contacts including 24H contact Work area layout and primary/secondary routes 	<ul style="list-style-type: none"> Emergency vulnerabilities (medical, fire, spill, etc.) Reporting Procedures/ Calling AOC Notifying the GTAA PM/ Contract Administrator and CCPO Evacuation Procedures Designated Gathering Area GTAA systems and contacts All internal and external contacts including 24H contact Work area layout and primary/secondary routes 	



Q. EMERGENCY PLAN continued	
Reference:	<ul style="list-style-type: none"> • ACC 7.2 – GTAA Reporting Systems • ACC 7.3 – Emergency Response Planning • ACC 7.4.3.1(n) – Submissions Required for Construction Projects • Appendix 12 – GTAA Emergency Checklists

R. INCIDENT REPORTING, INVESTIGATION & TRACKING	
Considerations:	A procedure specific for working at the GTAA where the Airport Operations Centre, CCPO, and the GTAA Project Manager/ Contract Administrator are notified in the event of an incident.
Context:	The Contractor has the responsibility to ensure procedures are being followed on the project, including the communication and investigation of all incidents that occur.
Reference:	<ul style="list-style-type: none"> • ACC 7.2 – GTAA Reporting Systems • ACC 7.4.3.1(o) – Submissions Required for Construction Projects • ACC 7.4.5.3 – Health and Safety Performance • Appendix 4 – Contractor Monthly Safety Reports

S. SUBCONTRACTOR MANAGEMENT PLAN	
Considerations:	A plan outlining how the Constructor will manage its subcontractors and how they will work collaboratively. This includes the review of subcontractor safe work procedures, hazard assessments, communication protocol between the Constructor and subcontractor, etc.
Context:	It's the Constructor's responsibility to manage and oversee subcontractor work. The safety plan can include the subcontractors' procedures; however, the plan should outline how this will be managed and monitored by the Constructor.
Reference:	<ul style="list-style-type: none"> • ACC 7.4.3.1(p) – Submissions Required for Construction Projects

T. HEALTH & HYGIENE		
Considerations:	A procedure outlining the measures that will be taken to ensure cleanliness and health on site.	
Context:	The Constructor is responsible for ensuring that facilities such as toilets and clean-up facilities are provided or arranged for workers before work has started at a project and that workers at the project have reasonable access to these facilities.	
	AIRSIDE	GROUND SIDE
	<ul style="list-style-type: none"> • Portable toilets that are secured, cleaned on a regular basis, and equipped with hand sanitization, towel paper, water, etc. 	<ul style="list-style-type: none"> • Portable toilets that are secured, cleaned on a regular basis, and equipped with hand sanitization, towel paper, water, etc.
Reference:	<ul style="list-style-type: none"> • ACC 7.4.3.1(q) – Submissions Required for Construction Projects 	



Appendix 1 – Notice of Project

Ministry of Labour, Training and Skills Development				Notice of Project The Occupational Health and Safety Act		Notice of Project Number 22eN123468 For MLTSD Use Only	
The following Notice of Project is given pursuant to the Occupational Health and Safety Act (OHSA) under the Regulation for Construction Projects, made thereunder.							
Section A – Constructor Information							
Constructor Operating Name ABC Construction						Business Number 123456789	
Constructor Legal Name 1234567 Ontario Ltd.							
Head Office Address							
Unit Number	Street Number	Street Name	Street Type	Street Direction (e.g. East)			
	123	SESAME	STREET				
Route Type and Route Number Other Address Text (PO Box, Care of Line, etc.)							
City/Town TORONTO		Province/State ONTARIO		Postal/Zip Code M1M 1M1	Country CA		
Telephone Number 416-123-4567	ext.	Fax Number 416-123-4568	Email Address john.doe@abo.com				
Company Official Last Name Doe				Company Official First Name Jane			
Company Official Position or Title Project Manager				WSIB Firm Number 12345678			
WSIB Account Number 1234567				WSIB Rate Group 123			
Section B – Project Information							
Project Address							
Unit Number	Street Number	Street Name	Street Type	Street Direction (e.g. East)			
	8901	Silver Dart	DRIVE				
Route Type and Route Number Lot, Plan and/or Location Description Terminal 1 Parking Garage Level 8							
City/Town Mississauga		County Peel	Province Ontario	Postal Code M5M 1M1	Country CA		
Project Start Date (yyyy/mm/dd) 2022/01/02		Project End Date (yyyy/mm/dd) 2022/01/31		Estimated Total Cost of Labour and Materials for the Project \$ 60,000			
Supervisor of Project Last Name Smith		Supervisor of Project First Name John		Project Telephone Number 123-456-7890			
ext.							
Anticipated number of workers regularly on the project: <input checked="" type="checkbox"/> 1-5 <input type="checkbox"/> 6-19 <input type="checkbox"/> 20-49 <input type="checkbox"/> 50 and over							
Type of Construction (Select one): <input type="checkbox"/> New Construction <input type="checkbox"/> Renovation <input type="checkbox"/> Alteration <input type="checkbox"/> Demolition <input checked="" type="checkbox"/> Repair or Restoration							
Description of Project (Attach map of locations and/or boundaries if necessary) FAP #12345 - T1 Parking Garage Level 8 Repaving and Line Painting							
Is there an ice road being constructed for this project? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
Have you received a list of designated substances located on this project? (Section 30 of the OHSA) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
What designated substances may be used, handled or disturbed by work on the project? <input type="checkbox"/> Acrylonitrile <input type="checkbox"/> Arsenic <input type="checkbox"/> Asbestos <input type="checkbox"/> Benzene <input type="checkbox"/> Coke Oven Emissions <input type="checkbox"/> Ethylene Oxide <input type="checkbox"/> Isocyanates <input type="checkbox"/> Lead <input type="checkbox"/> Mercury <input type="checkbox"/> Silica <input type="checkbox"/> Vinyl Chloride							
Project Type (Select one primary and as many secondary as applicable)							
Residential Building		Primary	Secondary	Road			
Single-Family Housing (including detached, semi-detached homes/cottages)		<input type="checkbox"/>	<input type="checkbox"/>	Asphalt Paving			
Apartment and other Multiple Housing (including apartments, condos and townhouses)		<input type="checkbox"/>	<input type="checkbox"/>	Bridge			
High-Rise (10 storeys or more)		<input type="checkbox"/>	<input type="checkbox"/>	Highway & Road Construction (including ice roads)			
Medium-Rise (4 to 9 storeys)		<input type="checkbox"/>	<input type="checkbox"/>	Additional Categories			
Low-Rise (less than 4 storeys)		<input type="checkbox"/>	<input type="checkbox"/>	Asbestos Glove Bag Removals \leq 1 sq m of insulation removal - Type 2			
Wood Structure (4 to 9 storeys)		<input type="checkbox"/>	<input type="checkbox"/>	Asbestos Operation - Type 3			
Buildings		Primary	Secondary	Caisson			
Commercial		<input type="checkbox"/>	<input type="checkbox"/>	Cofferdam			
Industrial		<input type="checkbox"/>	<input type="checkbox"/>	Excavation			
Institutional		<input type="checkbox"/>	<input type="checkbox"/>	Grading			
Utilities		Primary	Secondary	Marine			
Alternative Energies (solar/wind farm)		<input type="checkbox"/>	<input type="checkbox"/>	Mining Plant			
Cable		<input type="checkbox"/>	<input type="checkbox"/>	Moving of a Building/Structure			
Electrical Towers/Transmission Lines		<input type="checkbox"/>	<input type="checkbox"/>	Railway			
Gas		<input type="checkbox"/>	<input type="checkbox"/>	Shaft			
Hydro		<input type="checkbox"/>	<input type="checkbox"/>	Shipbuilding & Repair			
Hydroelectric Power Plants and Related Structures (except transmission lines) includes dams, hydroelectric power, hydro-electric generating station		<input type="checkbox"/>	<input type="checkbox"/>	Subway			
Pipeline		<input type="checkbox"/>	<input type="checkbox"/>	Trench (meets section 6(1)(g)-(h) of 213/91)			
Telephone		<input type="checkbox"/>	<input type="checkbox"/>	Tunnel			
Water/Sewer		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Well Drilling			
Section C – Project Owner Information							
Owner Name						Telephone Number	
CLIENT LEGAL NAME						416-123-4567	
ext.							
Unit Number	Street Number	Street Name	Street Type	Street Direction (e.g. East)			
	4567	Main	St				
Route Type and Route Number Other Address Text (PO Box, Care of Line, etc.)							
C/O Client Contact Name							
City/Town Mississauga		Province/State Ontario		Postal/Zip Code L1L 1L1	Country CA		
Signature of Company Official (Constructor) Jane Doe				Date Signed (yyyy/mm/dd) 2022/01/02			
0179E (2018/05) © Queen's Printer for Ontario, 2018 Disponible en français							


Each Section of the Notice of Project must be completed in full. Be sure to include:

- Constructor's Information
- WSIB Account Information
- Clear description of the Area and Specific Location of Work
- Accurate Project Start and End date (FAP validity period will match these project dates)
- Supervisor's Name and Phone Number
- Anticipated Number of Workers
- Clear description of the Project including the FAP Number (if available)
- Section C must list the Project Owner (Client)



Appendix 2 – Form 1000

Each section of the Registration of Constructors and Employers Engaged in Construction (Form 1000) must be completed in full.

		Registration of Constructors and Employers Engaged in Construction		
<p>Pursuant to section 5 of the Regulation for Construction Projects made under the Occupational Health and Safety Act, "Before beginning work at a project, each constructor and employer engaged in construction shall complete an approved registration form. The constructor shall ensure that each employer at the project provides to the constructor a completed approved registration form; and a copy of the employer's completed form is kept at the project while the employer is working there."</p>				
<p>Fields marked with an asterisk (*) are mandatory.</p>				
Nature of Business (check one) *				
<input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Joint Venture				
Sole Proprietor or Corporation Name *				
Operating Name*			Business Number	
Legal Name			Corporation Number	
Business Address				
Unit Number	Street Number*	Street Name*	Street Type	Street Direction
PO Box	Rural Route	City/Town*	Province*	Postal Code*
Telephone Number*		Fax Number	Email Address (if available)	
Business Registration Information				
Harmonized Sales Tax Number		WSIB Firm Number	WSIB Rate Number	
Do you have a clearance certificate?		<input type="checkbox"/> Yes <input type="checkbox"/> No		Certificate Number
Project Information				
Average number of employees employed by your firm on the project * <input type="checkbox"/> 1 - 5 <input type="checkbox"/> 6 - 19 <input type="checkbox"/> 20 - 49 <input type="checkbox"/> 50+				
Project Location				
Does the project have a street address? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Location - street address				
Unit Number	Street Number	Street Name	Street Type	Street Direction
City/Town		Province	Postal Code	Workplace Telephone Number
Acknowledgement *				
<input type="checkbox"/> I confirm that I am authorized to complete this form.				
<input type="checkbox"/> I hereby certify that the information provided is true and correct to the best of my knowledge.				
Last name of person completing this form *			First name of the person completing this form *	
Title *			Date (yyyy/mm/dd) *	
Email Address *				
016-1000 (2014/06)		© Queen's Printer for Ontario, 2014		Page 1 of 2



Appendix 3 – Site Information

PROJECT INFORMATION	
Project Name:	
Project Number:	
Company Name:	
Client Representative(s):	
Area of Work:	
Parking Location:	
Laydown Location:	

CONTRACTOR MANAGEMENT TEAM			
Name	Position	Cell Phone Number	E-Mail
	Project Manager		
	Construction Manager		
	Site Superintendent		
	H&S Representative		

CLIENT CONTACTS			
Name	Position	Cell Phone Number	E-Mail
	Project Manager		
	Project Coordinator		

AIRPORT OPERATIONS CENTRE	
Emergency Line	(416) 776-3033
Non-Emergency Line	(416) 776-3055

REGULATORY AGENCIES		
Agency	Office Phone Number	Contact Name (if applicable)
Ministry of Labour	(877) 202-0008	
TSSA	(416) 734-3300	
Electrical Safety Authority	(877) 372-7233	
Other		



Appendix 4 – Contractor Monthly Safety Reports

Contractor:			
Project Name:			
Supervisor:		Report Period:	

Lost-Time Injuries (Count)

Non-Lost Time Injuries (Count)

Near Miss Incidents (Count)

Property Damage Incidents (Count)

Hours Worked – Month (incl. subs)

Hours Worked – Cumulative (incl. subs)

Hazard Assessments Completed – Month

Hazard Assessments Completed - Cumulative

Number of Workers (incl. subs)

Number of Supervisors (incl. subs)

Orientations Completed – Month

Orientations Completed – Cumulative

Safety Meetings Held – Month

Safety Meetings Held – Cumulative

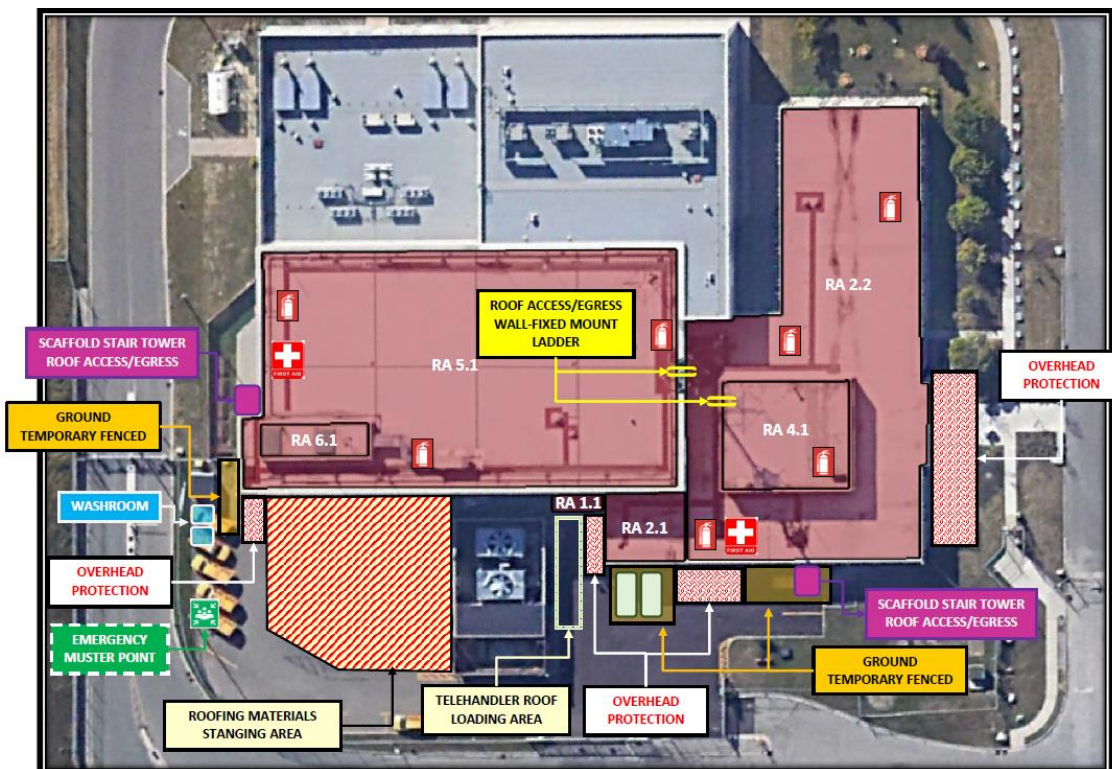
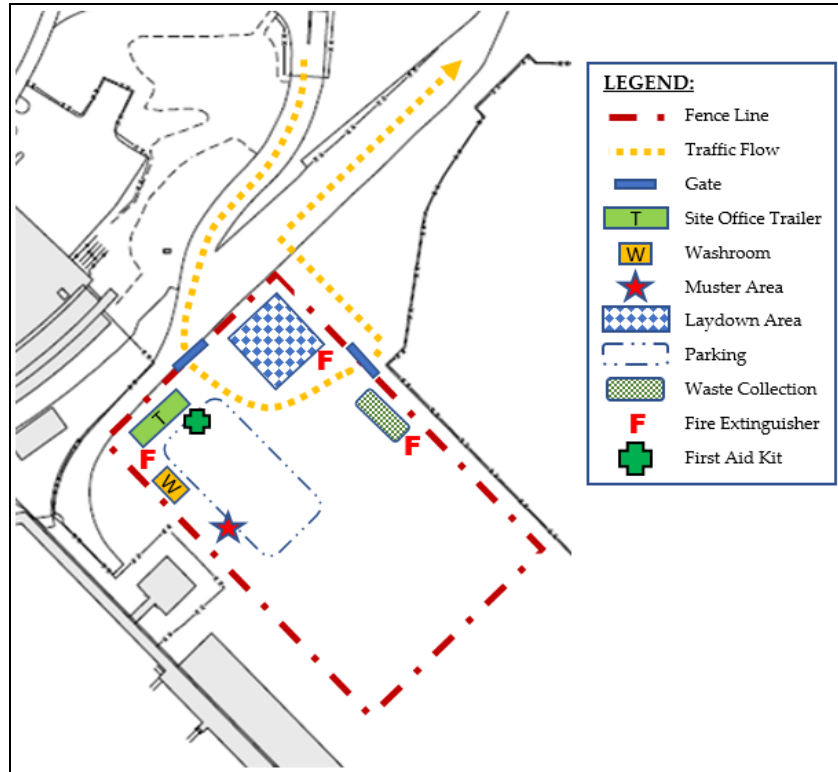
Workplace Inspections Completed

Orders Issued by an Authority Having Jurisdiction (MOL, TSSA, ESA)

SUMMARY ACTIVITIES
JSAs / Toolbox Talks / Training (how many, topics, issues)
Inspections (type, how many, issues, actions)
Summary of Incidents, Injuries, Near Misses and Property Damage (good catches, corrective actions)
Safety Meetings (type, topics, issues, actions)



Appendix 5 – Sample Project Layouts





Appendix 6 – GTAA Sample Safety Risk Matrix

RISK	CREATED BY	MITIGATION
Disruption of Airport Groundside and/or Terminal Operations Impact on General Public	<ul style="list-style-type: none"> ▪ Spills of hazardous materials ▪ Migration of dusts/ mists/ fumes or vapours ▪ Fire ▪ Uneven or slippery walking surfaces ▪ Rough walls or hoarding surfaces ▪ Mobile equipment contacting persons, materials, fixtures, equipment or marking/ damaging floors ▪ Mobile equipment emissions ▪ Falling materials, equipment or structure ▪ Use of tools causing sparks, flames or flying objects ▪ Excessive noise ▪ Excessive vibration ▪ Inadequate lighting 	<ul style="list-style-type: none"> ▪ FAP, Activity Permit for Terminal/ Groundside, Hot Work Permit, Materials Movement Form, as required. ▪ Job Hazard Analyses and Procedures prepared and communicated to all workers and stakeholders, where necessary. ▪ Scheduling of work to minimize disruption. ▪ Eliminate or substitute hazardous materials to low VOC and ensure application through non-aerosol process. ▪ Minimal quantities of hazardous materials and removal from terminal daily. ▪ Fire extinguishing equipment and training. ▪ Work areas hoarded or isolated, signed and access controlled to ensure access by unauthorized personnel is restricted. ▪ Assess impact on walking surfaces and lighting. Ensure they are maintained, protected and/or alternative(s) are provided where required. ▪ Selection and maintenance of equipment or tools to minimize emissions or migration of dusts, mists, fumes, vapours, sparks, flames, flying objects, noise, or vibration. ▪ Ventilation and containment methods to minimize emissions or migration of dusts, mists, fumes, vapours,
Disruption of Airport Airside Operations	<ul style="list-style-type: none"> ▪ Operation of equipment on tarmac or runway ▪ Unauthorized access to airside work area ▪ Foreign Object Debris (FOD) ▪ Unattended equipment or materials ▪ Incomplete barriers, signage or containment of work area ▪ Inadequate preparation for weather conditions or emergencies 	<ul style="list-style-type: none"> ▪ FAP, Activity Permit for Airside. ▪ Adequate AVOP license and or Airside Escort. ▪ Storage, containment, and removal of all materials which could become FOD. ▪ Identification, attendance, and removal of equipment from work areas as required. ▪ Work areas are isolated, signed and access controlled to ensure access by unauthorized personnel is restricted. ▪ Emergency Procedures are prepared and communicated. ▪ Monitoring of weather to ensure preparations for excessive wind or rain which could disrupt or dislodge materials.
Impact on Airport Systems	<ul style="list-style-type: none"> ▪ Life Safety Systems impact ▪ Life Safety Systems outage ▪ Electrical Systems impact ▪ Electrical Systems usage ▪ Electrical Systems tie-in ▪ Other Energized Systems or utility impact ▪ Other Energized Systems or utility tie-in 	<ul style="list-style-type: none"> ▪ FAP, Activity Permit, Shutdown request, Locates Request. ▪ Job Hazard Analysis will identify live energized systems in work area. ▪ Procedures prepared for isolation, zero energy, lock-out and encroachment of equipment or tools in these areas. ▪ Relocate/shield at-risk equipment. ▪ Authorized and controlled access (i.e., arc flash) to electrical rooms, utility corridors or other energized systems. ▪ Ground disturbance, embedded services procedures implemented.



Appendix 6 – GTAA Sample Safety Risk Matrix Continued

RISK	CREATED BY	MITIGATION
Impact on Tenants	<ul style="list-style-type: none"> ▪ Uncoordinated restrictions to access of tenant workers, deliveries, or patrons ▪ Impact on tenant services i.e., electrical hazards to tenant workers 	<ul style="list-style-type: none"> ▪ FAP, Activity Permit - Terminal, Shutdown request, Locates request. ▪ Pre-project meetings with Stakeholders. ▪ Communications with tenants re: expected impact. ▪ Scheduling of work to minimize disruption. ▪ Work areas hoarded or isolated, signed and access controlled to ensure access by unauthorized personnel is restricted.
Disruption of Access by General Public	<ul style="list-style-type: none"> ▪ Incomplete barriers, signage or containment of Roadwork ▪ Unauthorized lane closures ▪ Roadwork or lane closures during peak periods ▪ Restriction of sidewalk/ Pedestrian ways 	<ul style="list-style-type: none"> ▪ FAP, Activity Permit - Groundside, Locates Request ▪ Job Hazard Analysis. ▪ Traffic plan, including Ontario Traffic Manual Book 7 provisions, where applicable. ▪ Scheduling of work to minimize disruption. ▪ Work areas isolated, signed and access controlled to ensure access by unauthorized personnel is restricted.
Impact on other GTAA or Tenant Contractors	<ul style="list-style-type: none"> ▪ Sharing work areas ▪ Sharing services ▪ Common access for deliveries ▪ Common area for lay down 	<ul style="list-style-type: none"> ▪ Contractor contracted as constructor, file NOP. ▪ Clear definition of project and work areas. ▪ Coordinated Construction Process per ACC Part 7. ▪ Constructor Separation Plan. ▪ Apply to a MOL Director to designate a part of a Project as a Project (O. Reg. 213/91, s. 4) ▪ Projects separated in time or space. ▪ Scheduling of shifts to minimize interface. ▪ Work areas hoarded or isolated, signed and access controlled to ensure access by unauthorized personnel is restricted. ▪ Lay down areas approved, signed and access controlled to ensure access by unauthorized personnel is restricted.



Appendix 7 – Job Hazard Analysis (JHA)

TASK	DESCRIPTION OF HAZARD	INHERENT RISK RATING (Prior to Implementation of Controls)				CONTROLS	RESIDUAL RISK RATING (After Implementation of Controls)			
		A	B	C	A+B+C		A	B	C	A+B+C

A = Frequency	B = Probability	C = Severity	A+B+C = Rating
1 = Unlikely (1x/job)	1 = Unlikely to Occur	1 = Insignificant	11-15 = Serious (STOP - Implement further controls immediately)
2 = Occasionally (2x/job)	2 = Some Chance	2 = First Aid or Minor Damage	6-10 = Moderate (Investigate further steps to reduce hazard)
3 = Often (4x/job)	3 = Could Occur	3 = Lost Time, Requiring Medical Help	3-5 = Low (Further Controls not required immediately, Monitor)
4 = Frequently (>5x/job)	4 = Good Chance	4 = Permanent Disability or Serious Health Effects	
5 = Continuous Exposure to Hazard	5 = Likely to Occur	5 = Fatality or Major Property Damage	



Appendix 8 – Training Matrix

Notes:

- Workers refer to all workplace parties, including workers exercising supervisory functions.
- Other workplace specific training may be required to conduct work activities safely.
- A record of training/ certification must be maintained on the worker and provided to the Site Superintendent, upon request.

TRAINING REQUIREMENTS	WHO?	LEGISLATION
Employers must appoint competent Supervisors, as defined in the Act.	Supervisors	OHSA, s.25(2)(c).
Workplace Hazardous Material Information System (WHMIS)	All Workers	WHMIS Regs.
MOL Worker Health and Safety Awareness in 4 Steps	All Workers and Supervisors	O. Reg. 297/13
MOL Supervisor Health and Safety Awareness in 5 Steps	Supervisors	O. Reg. 297/13
Working at Heights (From MOL Approved Training Provider)	All Workers who may use a fall protection system	O. Reg. 297/13 O. Reg. 213/91, s.26.2
Fire Extinguisher Training	Workers who may be required to use and inspect fire extinguishers.	O. Reg. 213/91, s.52.
Standard First Aid, AED, CPR	Workers in charge of First Aid Kit for 6 to 199 workers.	O. Reg. 632/05, s. 11, and Reg. 1101 s. (9) and (10)
Emergency First Aid, AED, CPR	Workers in charge of First Aid Kit for 1 to 5 workers.	Reg. 1101 s. (8)
Registered Nurse	Required to attend to First-Aid Kit and room when there are 200 or more workers.	Reg. 1101 s, 11(2)
Signalers	Workers directing, positioning and assisting vehicles and equipment onsite.	O. Reg. 213/91, s.106
Equipment Operators	Workers using equipment (including but not limited to mast-climbers, lift-trucks, zoom-booms, excavating equipment, etc.).	O. Reg. 213/91, s.96
Trade Certificates (Proof of Training Under the Trade Qualification and Apprenticeship Act)	HVAC, Plumbing, Electrical, Steam Fitters, Hoisting Engineer, Sheet Metal, Sprinkler.	Ontario College of Trades and Apprenticeship (2009)
Traffic Control	Workers conducting Traffic Control duties. Additional oral and written instructions specific to projects traffic management plan, also required.	O. Reg. 213/91, s.67 (6)
Worker Health and Safety Rep. (training on conducting their duties)	Worker Rep. elected by Workers (where JHSC not required).	OHSA, s.8
Hoisting Engineer - Mobile Crane Operator 1	Required for crane operators operating a crane capable of raising/lowering/moving weights more than 30,000 lb. Must hold a Certificate of Qualification and be licensed with training recognized by the Ministry of Education and Training.	O. Reg. 213/91, s. 150(1)(a)
Hoisting Engineer - Mobile Crane Operator 2	Required for crane operators operating a crane capable of raising/lowering/moving weights more than 16,000 lb but less than 30,000 lb. Must hold a Certificate of Qualification and be licensed with training recognized by the Ministry of Education and Training.	O. Reg. 213/91, s. 150(1)(b)



Appendix 8 – Training Matrix Continued

TRAINING	WHO?	LEGISLATION
Hoisting Engineer - Tower Crane Operator	Required for crane operators operating a tower crane. Must hold a Certificate of Qualification and be licensed with training recognized by the Ministry of Education and Training.	O. Reg. 213/91, s. 150(1)(c)
Hoisting Engineer - Mobile Crane Operator 1 (Rotary Foundation Drill Rig)	Worker who operates a rotary foundation drill rig with an effective torque greater than 270 kN-m. Must hold a Certificate of Qualification and be licensed with training recognized by the Ministry of Education and Training.	O. Reg. 213/91, s. 156.8(1)
Hoisting Engineer - Mobile Crane Operator 1 or 2 (Rotary Foundation Drill Rig)	Worker who operates a rotary foundation drill rig with an effective torque between 190 and 270 kN-m. Must hold a Certificate of Qualification and be licensed with training recognized by the Ministry of Education and Training.	O. Reg. 213/91, s. 156.8(1)
Hoisting Engineer - Mobile Crane Operator 1 or 2 (Rotary Foundation Drill Rig)	Worker who operates a rotary foundation drill rig with an effective torque between 50 and 190 kN-m. Must hold a Certificate of Qualification and be licensed with training recognized by the Ministry of Education and Training.	O. Reg. 213/91, s. 156.8(3)
Rotary Foundation Drill Rig Training	Worker who operates a rotary foundation drill rig with an effective torque less than 50 kN-m.	O. Reg. 213/91, s. 156.6(1)
Cranes, Hoisting and Rigging - Inspection	<p>Professional Engineer or competent worker required for:</p> <ul style="list-style-type: none"> ▪ Person who inspects a crane to ensure its structural integrity before it is used to lift persons and every 12 months after that. ▪ Worker who visually inspects the crane's structural elements and rigging equipment for defects before each use. ▪ Worker who is involved with the hoisting operation of a device (platform, bucket, etc.) that is capable of moving and is supported by a cable attached to the boom. ▪ Worker who sets-up, assembles, extends, and dismantles a crane or similar hoisting device. ▪ Person who inspects structural elements and components of a tower crane before erection, before use, after erection, after any repairs, and at intervals no greater than 12 months. ▪ Worker who performs operational tests on the automatic limit switches and overload limit devices of a tower crane. ▪ Worker who visually inspects all cable used by a crane or similar hoisting device at least once a week when the device is being used. <p>Person who inspects the supporting surface and path of travel of a rotary foundation drill rig.</p>	O. Reg. 213/91, s.153, s.154, s.158, s.159, s.161, and s.170
Hoisting and Rigging	Workers hoisting and rigging loads other than those specifically requiring the operator be licensed with training recognized by the Ministry of Education and Training.	O. Reg. 213/91, s. 150
Elevating Work Platforms	Workers using elevating work platforms. Must be trained on specific type of equipment being used.	O. Reg. 213/91, s. 147
Scaffold Erection/Dismantling/Alteration	Workers assembling/erecting/dismantling/altering scaffold.	O. Reg. 213/91, s. 131
Asbestos Awareness	Workers conducting Type 1 and Type 2 abatement.	O. Reg. 278/05 s.19(1) and (3)



Appendix 8 – Training Matrix Continued

TRAINING	WHO?	LEGISLATION
Chainsaws	Workers using chainsaws.	O. Reg. 213/91, s.112
Propane and Natural Gas (TSSA CH-02 Certificate)	HVAC, Plumbers and Workers who handle, store, connect or operate/activate propane or natural gas fueled devices with an input of 400,000 BTU/h or less. ROT required with them at all times.	Fuel Industry Certificates, s.48
Propane and Natural Gas (TSSA RE-O Certificate)	Workers who handle, store, connect/disconnect or operate/activate propane fired tar pot heater with an input of any BTH/u. ROT required with them at all times.	Fuel Industry Certificates, s.51
JHSC Certification (Certified Member)	Certified members of JHSC.	OHSA, s.9
Confined Space Entry	Workers entering confined spaces.	O. Reg. 632/05, s.9 and s.9.1
Confined Space Rescue	Workers performing rescue operations related to confined spaces.	O. Reg. 632/05, s.9, s.9.1 and s.11
Asbestos Abatement Worker	Workers conducting Type 3 abatement operations.	O. Reg. 278/05, s.20(1)(a)
Asbestos Abatement Supervisor	Supervisors who are involved and overseeing Type of abatement operations.	O. Reg. 278/05, s.20(1)(b)
Explosive Actuated Fastening Tools	Workers using and in charge thereof.	O. Reg. 213/91, s.117
Suspended Work Platform System, Boatswains Chair, or Multi-Point Suspended Work Platform	Workers required to use, inspect, install, alter and/or dismantle a Suspended Work Platform System, Boatswains Chair, or Multi-Point Suspended Work Platform. Training must be on the specific equipment and must be based on the activity of the given worker.	O. Reg. 213/91, s.138, s.141, and s.142
Formwork and Falsework Inspection	Competent workers designated by P.Eng. to inspect formwork and falsework.	O. Reg. 213/91, s.89(3)
Carbon Monoxide Testing	Worker who carries out testing for airborne concentrations of carbon monoxide in an enclosed structure where an internal combustion engine is being operated.	O. Reg. 213/91, s.47(4)
Drowning - Rescue Operations	Workers who perform rescue operations if a worker may drown at a project. Note, at least 2 are required.	O. Reg. 213/91, s.27(2)
Personal Protective Equipment	Workers required to use or wear protective clothing or personal protective equipment/devices. Instruction and training must include the care, use and maintenance of PPE.	O. Reg. 213/91, s.21(3)
Roof Hoist Operator	Worker who operates a hoist used on a roof.	O. Reg. 213/91, s.209(2)
Workplace Violence and Harassment	All Workers. Training Must include information and instruction on the employer's workplace violence and harassment policy and program.	OHSA, s.32.0.5



Appendix 9 – Communications Plan

METHOD	TARGET	CONTENT
Orientation	Contractor Management Contractor Workers Subcontractors Stakeholders, as required GTAA PM, as required	The Project Specific Safety Plan (PSSP) Orientation is delivered to all new and returning workers. The presentation will take _____ hrs. Workers will be required to sign-in and complete a quiz. Workers will receive a hard hat sticker and photo ID badge upon completion.
Meetings	Daily Pre-start Meeting	At Safety Board with all workers to review activities & JHA. Sign-in kept.
	Weekly Coordination	All contractor and subcontractor supervisors. Agenda, minutes kept
	Weekly GTAA Progress Review	Contractor PM, Supervisor, GTAA PM/ Contract Administrator & Stakeholders (as req'd)
	Joint Health and Safety Committee (JHSC)	Monthly meeting with all management & worker reps (as req'd) Agenda, minutes kept. Minutes posted
Safety Talks	Contractor Management Contractor Workers Subcontractors	Safety Talks will be held weekly regarding issues relevant to the current work activities performed. The contractor will deliver Safety Talks for its workers & supervisors. Sign-in sheets will be maintained. Subcontractors must perform their own Safety Talks & submit weekly.
Postings	Office Safety Board Site Safety Board (if remote from site office or multiple work areas)	Postings Boards must be accessible to all workers and will contain: <ul style="list-style-type: none"> ▪ Occupational Health and Safety Act and Regulations for Construction Projects ▪ Notice of Project ▪ Contractor contacts and numbers ▪ Form 1000 (all employers) ▪ WSIB Form 82 ▪ MOL Poster – Prevention Starts Here ▪ Employment Standards Poster ▪ Hours of Work ▪ Site Information ▪ Name of Worker Health and Safety Representative ▪ Joint Health and Safety Committee Minutes ▪ Section 7 Airport Construction Code ▪ GTAA Activity Permit ▪ Other GTAA or Contractor Permits ▪ Daily Job Safety Analysis/ Sign-in ▪ Emergency Plan and Procedures ▪ Incident Reporting Procedures ▪ Project Layout ▪ Traffic Plan, where required
Signage	At entrance to Project/Work Area Where danger or hazard exists	Facility Alteration Permit (FAP) Placard Contractor Identification (name, phone, etc.) Personal Protective Equipment Requirements Security Signage Relevant DANGER or HAZARD Signage



Appendix 10 – Jobs Requiring Written Procedures

The Project Manager and/or Supervisor must ensure job specific procedures and specifications are provided on site to define company and legislative expectations. These site procedures may include, however should not be limited to:

- Lock-out/ Zero Energy Requirements
- Hot Work Requirements
- Hoisting and Rigging
- Confined Space
- Scaffolds, Ladders and Work Platforms
- Asbestos Contact and Removal
- Fall Protection, Prevention and Rescue
- Equipment, Tools, and Machinery
- Security and Access
- Air Quality and Dust Control
- Mobilization
- Emergency Procedure
- Workplace Inspections
- Falling Materials Prevention
- Roof Access
- Public Safety / Traffic Control
- Surface Penetration
 - Trenching and Excavations
 - Core Drilling



Appendix 11 – Permits for Work

There may be additional permits required beyond the Facility Alteration Permit. The scope of work will determine which permits will apply. These permits include, however may not be limited to:

- Toronto Pearson Construction Activity Request
 - Includes Terminals, Groundside, Airside and Shutdown Requests
- Surface Penetration Checklist and Sign-offs Form
- Roof Access Request
- Material Movement Form
- Crane and Aerial Devices Permit
- Fire Hydrant Use Request
- Hot Work Sign-off Checklist
- Security Impact Form
- Access to GTAA-managed asset areas

Additional information about these permits and approval processes can be found in the Airport Construction Code Appendix A: GTAA Approval Process Links and on the GTAA website:

<https://www.torontopearson.com/en/operators-at-pearson/construction/contractor-activities>



Appendix 12 – GTAA Emergency Checklists



Toronto Pearson

MEDICAL EMERGENCY CHECKLIST

BE CALM - BE CLEAR – BE CONCISE

- When reporting a medical emergency ensure that the patient wishes medical attention (if possible)

**AIRPORT
EMERGENCY LINE**

(416) 776-3033

- The emergency dispatcher will need the following information from you:

REQUIRED INFORMATION:

- Location of patient:
(provide as much information as possible)
- Your name
- Call back telephone number
- Is the patient conscious?
- Is the patient breathing?
- Is there severe bleeding?
- Patient gender?
- Patient age?
- Is any treatment being provided?
- Any information on prior medical history?


**EXTRA COPIES ARE
AVAILABLE FROM:**

**GTAA
Emergency Management
emergency.management@gtaa.com**

KEEP THIS FORM NEAR YOUR TELEPHONE



Appendix 12 – GTAA Emergency Checklists Continued



Toronto Pearson

BOMB THREAT CHECKLIST

BE CALM - BE COURTEOUS – DO NOT INTERRUPT

INCIDENT DATA:
 Time: _____ Date: _____
 Name of person receiving call: _____
 Telephone no. call received on: _____
 Recipient's telephone no. (work) _____
 (residence) _____
 Exact wording: _____

(use other side of form if necessary)

CALLER DATA (Check all boxes that apply):

GENDER	CALL ORIGIN	ACCENT	MANNER
<input type="checkbox"/> Male	<input type="checkbox"/> Internal	<input type="checkbox"/> Local	<input type="checkbox"/> Calm
<input type="checkbox"/> Female	<input type="checkbox"/> Local	<input type="checkbox"/> Regional	<input type="checkbox"/> Angry
<input type="checkbox"/> Adult	<input type="checkbox"/> Cell phone	<input type="checkbox"/> Foreign	<input type="checkbox"/> Rational
<input type="checkbox"/> Juvenile	<input type="checkbox"/> Pay phone	<input type="checkbox"/> Foreign	<input type="checkbox"/> Coherent
	<input type="checkbox"/> Long distance	<input type="checkbox"/> Foreign	<input type="checkbox"/> Incoherent
		<input type="checkbox"/> Foreign	<input type="checkbox"/> Deliberate
		<input type="checkbox"/> Foreign	<input type="checkbox"/> Emotional
		<input type="checkbox"/> Foreign	<input type="checkbox"/> Righteous
		<input type="checkbox"/> Foreign	<input type="checkbox"/> Laughing

VOICE	SPEECH	LANGUAGE
<input type="checkbox"/> Loud	<input type="checkbox"/> Fast	<input type="checkbox"/> Excellent
<input type="checkbox"/> Soft	<input type="checkbox"/> Distorted	<input type="checkbox"/> Poor
<input type="checkbox"/> High Pitch	<input type="checkbox"/> Slow	<input type="checkbox"/> Good
<input type="checkbox"/> Deep	<input type="checkbox"/> Slurred	<input type="checkbox"/> Foul
<input type="checkbox"/> _____	<input type="checkbox"/> Lisp	<input type="checkbox"/> Fair
<input type="checkbox"/> _____	<input type="checkbox"/> Distinct	<input type="checkbox"/> _____

BACKGROUND NOISES

<input type="checkbox"/> Machines	<input type="checkbox"/> Traffic	<input type="checkbox"/> Voices	<input type="checkbox"/> Streetcar/Trolley
<input type="checkbox"/> Confusion	<input type="checkbox"/> Office	<input type="checkbox"/> Airplanes	<input type="checkbox"/> P/A Announcements
<input type="checkbox"/> Music	<input type="checkbox"/> Animals	<input type="checkbox"/> Quiet	<input type="checkbox"/> _____

GENERAL PROCEDURES:

- Pretend difficulty with hearing
- Keep caller talking, if possible
- Alert someone nearby to contact Supervisor
- Ask questions:
 When will it go off? Hour: _____ Time remaining: _____
 What does it look like? _____
 Where is it located? _____ Area: _____
 What kind of bomb is it? _____
 Where are you now? _____
 How do you know so much about it? _____
 What is your name and address? _____

AIRPORT EMERGENCY LINE

(416) 776-3033

EVACUATION GUIDELINES

- Keep calm
- Follow instructions of supervisor
- When evacuating, where possible remove personal property (lunch boxes, purses, briefcases, etc.)

SEARCH GUIDELINES

- Search your immediate area without touching anything
- Report any suspicious object
- Identify strange or misplaced objects
- Unlock drawers, cabinets, etc. for search crew

PRECAUTIONS

If suspicious device is discovered:

- Do not touch or move it
- Do not assume it is the only one
- Notify your control centre immediately

EXTRA COPIES ARE
AVAILABLE FROM:

GTAA
 Emergency Management
emergency.management@gtaa.com

KEEP THIS FORM NEAR YOUR TELEPHONE